

**STEVE BESHEAR**

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**THOMAS O. ZAWACKI**

Secretary

**DAVID BEACH**

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## SERVICE FEE MEMORANDUM

PS-13-14 08

**TO:** Office of Vocational Rehabilitation (OVR) Staff  
Branch Managers, Counselors, and Assistants  
CDPVT Director, Case Management Director, and Counselors  
Office for the Blind (OFB) Staff  
Gerry Gordon-Brown and Vanessa Denham, Client Assistance Program (CAP)F

**FROM:** Pat Selch MRC, CRC  
Central Office Administrator  
Office of Vocational Rehabilitation

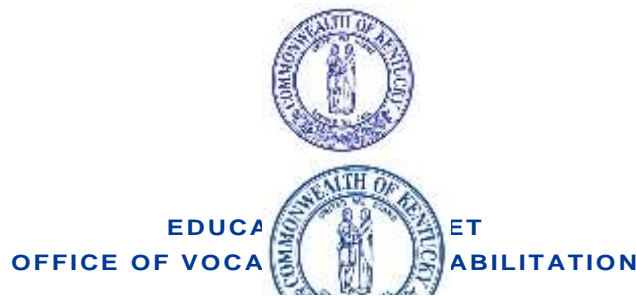
**DATE:** Effective Dates July 1, 2014

**RE:** Post-Secondary Transition Program (Supported Higher Education Project (SHEP) Pilot Program)

The Post-Secondary Transition Program is a project geared towards creating opportunities for consumers with intellectual or developmental disabilities to facilitate growth in employment related skills. The goal is to offer consumers between the ages of 18-25 who are not traditionally exposed to higher education, the opportunity to engage in vocationally relevant services and activities on a college campus as a form of job readiness training. The mission is to enhance the individuals' ability to become successfully employed through job readiness services and exposure to an integrated social setting that encourages social growth. These are services outside of the classroom related to the employment goal and job readiness. It is 2 year program and will be available for students in Post-Secondary Institutions that have successfully gained approval to be a Comprehensive Transition Program (CTP). This endorsement verifies that the Post-Secondary Institution has internally developed a plan as outlined and approved by Department Of Education to facilitate, to coordinate, plan and provide services for the individuals enrolled into Post-Secondary Transition employment readiness program.

There are requirements to be considered a participant with Post-Secondary Transition Program. The consumer must:

- Be determined eligible for OVR services.



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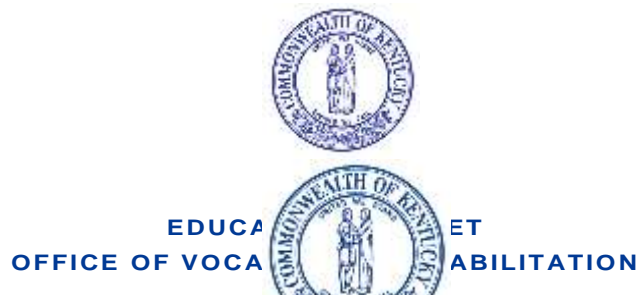
- Provide Verification of acceptance into Post- Secondary Transition Program
- Develop Individual Plan for Employment (IPE) with OVR that includes Employment Goal
- Be between the ages of 18-25.

It is best practice that consideration for the Individual Employment Plan be developed with a team of professionals working with the consumer. This could include the consumer, family representatives/guardians, designated CTP school program coordinator, SHEP representative, and others if involved.

Once a consumer has been accepted into the CTP program the Office of Vocational Rehabilitation will proceed to develop the IPE to outline the employment goal and services necessary to facilitate the successful entrance into employment. A copy of the planned CTP curriculum for that individual should be obtained to assure that the student's class content supports the vocational goal.

The following is a list of Pre-employment services that may be included:

- Contacting and meeting with consumer, family members, OVR counselor and classroom mentors to discuss work preferences, goals and environments compatible with individual's skills and abilities;
- Obtaining and reviewing all consumer background information, including academic and psychological testing, disability information, etc.;
- Networking with university staff and Disability Services to identify employment opportunities on campus or near campus;
- Researching campus employment opportunities with consumer;
- Acquiring detailed job description, employment handbook, etc., to review with consumer;
- Facilitating initial interview with employer as needed;
- Requesting on-site observation, performing and documenting a task analysis for each given duty;
- Identifying consumer's scheduling needs and tools/accommodations, (e.g. written schedule, graph calendar);



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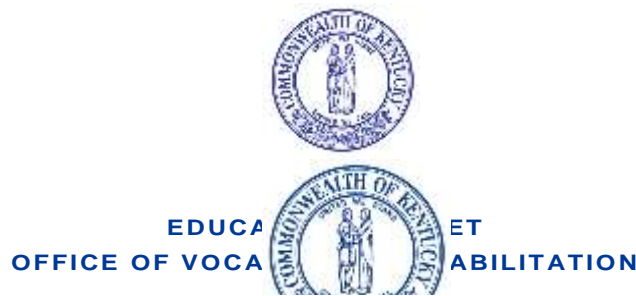
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- Negotiating student work schedule and implementing tools/accommodations needed;
- Identifying direct supervisors, and key staff working with consumer;
- Identifying mentors and other natural supports to reinforce good work behaviors;
- Identify specific employment services such as skills training, workplace supports, observation and progress updates;
- Providing communication and required documentation to the Office of Vocational Rehabilitation.

The following Job training/retention services may include:

- Preparing orientation materials as needed for staff working with the student/consumer;
- Meeting with management, direct supervisors and regular staff working with consumer and conducting orientation on the following: individual work study goals for a given student/consumer, work expectations for the student/consumer; importance of inclusion and maintaining a high standard of work expectation; background information on a student/consumer's disability, how it may manifest, what obstacles and/or opportunities it may present; and specific strategies for training and/or redirecting;
- Identifying appropriate training aids or accommodations, (e.g., task lists, flash cards, color coding, etc.);
- Providing job support services on-site as negotiated with management;
- Developing progress charts to document consumer progress;
- Facilitating mentoring relationships between the consumer and staff;
- Train mentors as needed;

Expenditures are to come from the CRP budgets using the expenditure code 7 1 B. OVR will allow up to \$3000.00 per academic year to be divided equally among the terms for the employment readiness services to be paid to the Post-secondary institution CTP directly. Cost participation will not be applied as this is considered CRP services. Prior to payment a detailed reports must be provided by the CTP college representatives to outline service and assure reasonable progress. These fees will be used for services



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outside the classroom and not be used for typical college accommodations such as tutoring, note taking, and other academic support. If the student terminates participation prematurely during a term the fee will be prorated. (attendance of 1 day to 1/2 of a term will pay 50%, anything after the midterm of the semester will result in full payment).

Financial assistance for training, college classes or a certificate program is a separate service. This decision will be determined based on each individual and his/her unique situation. When making this determination the counselor will follow all existing and current policies to assure the consumer meets the expectations for post-secondary students established by the Office of Vocational Rehabilitation.

**If at the end of the program, the consumer is not employed the agency will pursue additional services to facilitate successful employment. This can include the specialized job placement services through a Community Rehabilitation Program, Supported Employment and/or other appropriate services.**